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ABSTRACT

The Career Advancement through Short-term Training (CAST) project offered comprehensive career guidance and counseling to those persons needing to upgrade technical skills, those needing flexible training schedules, those moving into new careers, and those needing prerequisite training. Materials and products were developed to implement a competency-based career guidance program for short-term adult education students. A career guidance counselor was employed and worked under flexible hours to meet students' scheduling needs. A public information plan promoting CAST project services and activities was developed and implemented. Approximately 186 persons requested and received services through the CAST program. (The seven-page report is followed by these appendixes: announcement of availability of career guidance services; public information materials, including flyer, brochure, and advertisements; CAST referral and follow-up forms; career assessment form; skills assessment form; and list of materials and products developed.) (YLB)

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CAREER ADVANCEMENT THROUGH SHORT-TERM TRAINING PROJECT (CAST)

FINAL REPORT

Prepared by

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Francis Tuttle Vo-Tech Center

Submitted to

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Oklahoma Department of Vocational and Technical Education

June 30, 1992

CE 062 736

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PROJECT OVERVIEW

Francis Tuttle Vo-Tech Center (FTVTC) offers a myriad of programs to adult students interested in day-time or short-term evening technical training. Those individuals enrolling in day-time programs have had access to career guidance and counseling through Student Services. The need to provide career guidance and counseling services to those individuals enrolling in short-term training was a motivating component in developing the Career Advancement through Short-term Training (CAST) project. The CAST program was implemented in an effort to offer comprehensive career guidance and counseling to those 20,000+ persons needing to up-grade their technical skills, those needing flexible training schedules, those moving into new careers and those needing prerequisite training.

The Career Advancement through Short-Term Training (CAST) project appears to have been highly successful in meeting proposal guidelines. Materials and products were developed to implement a competency-based career guidance program for short-term adult education students (list attached). A career guidance counselor was employed and worked under flexible hours to meet the scheduling needs of students. A public information plan promoting CAST project services and activities was developed and implemented. In addition to learning strategies to assist them in the development of career plans, students were provided with relevant career/labor market information. The

competency-based career development program was successfully integrated with existing services at Francis Tuttle Vo-Tech Center to offer a comprehensive innovative counseling program serving 186 short-term adult education students.

PROJECT OUTCOMES

The CAST project successfully obtained goals and objectives outlined in the CAST proposal criteria. The CAST project goal of implementation of a competency-based career development program leading to more effective career planning for students enrolling in short-term adult training programs was accomplished in several phases.

A career counselor was employed on a part-time basis and an office for counseling services was established. The counselor worked to better prepare the 186 persons seeking services, by providing career development assistance in self knowledge, educational and occupational exploration, and career planning. A wide variety of resources were provided to students seeking services. The Counselor attended a workshop on "Improved Career Decision-Making Through The Use Of Labor Market Information" to help provide the most current and comprehensive labor market information to students. In an effort to maximize existing resources, CAST project services and activities were integrated with other FTVTC programs and services. Specific activities aiding the assimilation of services include counselor's participation in Learning Resource Center (LRC) in-house advisory committee meetings as an effort to work toward implementing a Basic Skills program for evening students and thus, meeting proposal guidelines of assisting in the development of courses to better accommodate

evening students. The counselor worked cooperatively with other FTVTC departments as is depicted in the CAST project proposal. These departments include FTVTC's LRC psychometrist to provide interest, aptitude, and achievement testing to several evening students. The CAST counselor worked cooperatively with daytime advisors to coordinate smooth referrals for students interested in daytime programs. A CAST referral form was developed and is utilized by support staff in both day and evening programs (attachment). These were used in an effort to provide more efficient service to students and keep accurate statistics for CAST evaluation. The counselor visited various evening courses to learn as much as possible about the programs for the purpose of student advisement. The counselor also worked closely with the evening instructors to help keep the curriculum files updated and also reviewed each course's curriculum. This responsibility helped to acquaint the counselor with the course content and the evening instructors. In an attempt to implement the public information plan outlined in the proposal, publicity efforts were initiated through several instruments. These efforts included:

- referrals form support staff (both walk-in and telephone)
- referrals form daytime advisors
- announcement in tuttle tales (an in-house publication distributed weekly to all staff members, reaches approximately 250 people) Appendix A
- a flyer was prepared and distributed to evening students, it was also readily available at the enrollment counter (approximately 500 distributed) Appendix B
- a brochure on interviewing tips was prepared and distributed to evening students, it was also readily available at the enrollment counter

(approximately 500 distributed) Appendix C

- article published in spring and summer tabloids (approximately 165,000 mailed each semester) Appendices D & I
- announcements to various evening classes
- CAST services advertisement was placed on the video scribe monitors
- counselor attended various meetings in an effort to become acquainted with both daytime and evening personnel
- counselor spoke to the "Directions" group to explain the CAST program services to the different departments around campus

Records indicate that approximately 186 persons requested and received services through the CAST program between the dates of 11-04-91 and 06-30-92. Although the numbers appear to be somewhat lower than expected, they do not reflect the bulk of enrollment during the month of August due to a delay in counselor's starting date.

A thorough follow up evaluation was conducted to examine CAST service recipients more closely. Out of 186 persons utilizing CAST services:

- 12 enrolled in daytime programs
- 59 enrolled in evening programs
- 7 enrolled in programs at other institutions
- 29 plan to enroll in a training program
- 14 changed careers/positions

Evaluation of biographical information indicates that 122 of the clients were female and

64 male. Females between the ages of 16 and 40 numbered approximately 82, females over 40 years of age numbered 38, with 2 female clients' ages were unknown. The male population was somewhat smaller in number with 41 males in the 16 to 40 year old category, and 19 being 40 years old or older, and 4 male clients with ages being unknown. Closer evaluation reveals that out of 186 persons, 62 were unemployed and 124 were currently employed. The females employment status indicates that out of 122 females 72 were employed and 50 were unemployed. The males employment status indicates that out of 64 males 52 were employed and 12 were unemployed. The outcome measures indicate 41% of the female population was unemployed and 19% of the male population was unemployed.

IMPLICATIONS FOR PRACTICE

The CAST project has been very successful since we started in 1990. As you can see by the statistics, we have been able to help numerous students with our services here at FTVTC. We appreciate the opportunity to once again provide the CAST services to our short-term evening students. We feel that the way the job market is today we need to do as much as possible to help the community around Francis Tuttle Vo-Tech. The short-term adult education population has increased dramatically in the past nine years. This dramatic increase indicates that the individuals of the community are up-grading their technical skills and needing flexible training schedules. In addition to the CAST project Francis Tuttle Vo-Tech offers here are some other suggestions to help the community around us:

- a career center open to evening students providing current labor market information, career awareness resources, resume writing and job readiness seminars
- vocational assessment center to provide interest, personality, aptitude, and achievement testing and assessment to the public
- more publicity/emphasis on courses or seminars which focus or incorporate career awareness information
- cross-training for better informed and better integrated day and evening programs, including having representatives from both programs visit team meetings
- more visible job openings for evening students, via bulletin boards, announcement in classes, or easily accessible and job fairs
- basic skills for evening students (to be implemented during the fall 1992 semester)
- computerized enrollment would expedite enrollment process and provide students the most efficient means of securing class schedules
- course sequence plan of action for evening students to outline the short-term courses they plan to take and submit form to Adult Education or Student Services for approval, in an effort to help student's make more informed decisions (see attached form)
- with 66% of the CAST recipient population being female and 59% of the female population being employed, plans to incorporate services should be sensitive to this population and provide appropriate resources

Continued lifelong learning is a given in the future job market and people must be able to combine new skills with existing skills, have access to flexible programming, understand where the jobs of tomorrow will be, know what industry is looking for in employees, and in short, receive career counseling and guidance services to most effectively reach their career goals.

Tuttle Tales

December 2, 1991

Happy Birthday to:

- Carol Manos, Jan Brown, Dennis Moore - December 3
- Kay Rogers - December 4
- Aline Campbell - December 8

Employee Training

Customer Service Training, Tuesday, December 3, 9:00 - 11:00 a.m., BISC Training Room

CPR Training, Thursday, December 5, 3:00 - 5:00 p.m., Health Occupations Room 206.

Design Team

Attached is the first D'TEAM UPDATE from the Design Team.

***Career Counseling* for Evening Programs**

Career counseling is now available for adult students interested in short-term evening programs. Please refer any interested students to our new Career Counselor, Becky Davis, Ext. 235. Becky's hours are Monday - Thursday, 12:00 - 7:30 p.m. and Fridays, 9:00 a.m. - 4:30 p.m. Other times may be arranged by appointment.

Craft Sale

The annual Occupational Services Craft Sale will be held Friday, December 6, from 8:00 - 5:00 in the Occupational Services shop area.

CELEBRATING OUR SUCCESSES

Thanks goes to **Amy Henderson** for going "above and beyond" when she agreed to help practical nursing students Saturday afternoon, November 16, prepare for testing.

A big thanks to the **T & I office** for the new inspirational posters in the staff lounge.

Make-up Classes

Saturday classes have been scheduled for December 7 and 14 and January 11 for **Secondary Students Only.** Classes will meet in Rooms 215 - 216 in the Main Building (formerly Rooms 220-221).

Student Meeting

There will be a Student Organization Advisory Committee meeting Tuesday, December 3, at 3:10 in the small conference room in Secondary Education.

VICA Meeting

There will be an all-school VICA meeting Tuesday, December 3, in the Seminar Center at 10:15 and 12:10.

CAREER COUNSELING NOW AVAILABLE FOR EVENING PROGRAMS AT FRANCIS TUTTLE VO-TECH

Interest Inventories, Career Profiles, Assessments, Labor Market information

Monday through Friday
Adult Education, first floor
Main Building

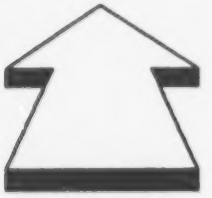
Call 722-7799 ext. 235
Becky Davis
to make an appointment

WHAT GOES INTO A
Résumé

- Name
- Employment
- Objective
- Education
- Experience, both paid and volunteer
- Special skills
- References upon request

*Source: Occupational Outlook Handbook 1990-1991 Edition

GET GOING
IN
THE
RIGHT DIRECTION



Career Counseling
Now Available
For
Evening Programs
At
Francis Tuttle Vo-Tech

Contact
Becky Davis
in
Adult Education
722-7799, ext. 235

LABOR MARKET INFORMATION

- Learn about tomorrow's jobs today
- Learn what skills and education you will need for the job you want
- What are the top 40 job occupations

INTEREST INVENTORIES

- Find out what jobs are best suited to your interest
- Self administered testing
- Self scoring evaluation

JOB INTERVIEW TIPS PREPARATION*

- Learn about the organization
- Have specific job or jobs in mind
- Review your qualifications for the job
- Prepare to answer broad questions about yourself
- Review your resume
- Arrive before the scheduled time of your interview

PERSONAL APPEARANCE

- Be well groomed
- Dress Appropriately
- Do not chew gum or smoke

THE INTERVIEW

- Answer each question concisely
- Be prompt in giving responses
- Use good manners
- Use proper English and avoid slang
- Convey a sense of cooperation and enthusiasm
- Ask questions about the position and the organization

INFORMATION TO BRING FOR AN INTERVIEW

- Social Security number.
- Driver's License number
- Résumé
- Three references

You will have the opportunity to orally practice Spanish speaking during classes. In addition to enhancing your Spanish speaking and understanding ability for your immediate community activities, you will also become better prepared for a trip to a Spanish speaking country. Book required. 21 hrs, 7 wks. $42. Main Building.

MONDAY
1/27 thru 3/9 6:30-9:30 p.m.
WEDNESDAY
1/29 thru 3/11 6:30-9:30 p.m.
THURSDAY
1/30 thru 3/12 6:30-9:30 p.m.

?HABLA USTED ESPANOL? II

This class is for students who have completed basic Spanish and wish to continue further study or for those who have an elementary speaking and reading ability of this language. Book required. 18 hrs, 6 wks. $36. Main Building.

WEDNESDAY
3/25 thru 4/29 6:30-9:30 p.m.

NIHONGO O HANASE MASUKA?

Are you planning a business or pleasure trip to Japan, or do you wish to develop a basic knowledge of Japanese culture and language? This class, taught by a native Japanese, will explore basic vocabulary terms, grammar rules, and basic characters used in various situations in daily life. Topics covered are shopping, making acquaintances, dining out, travelling in Japan, and greeting business guests. Book required. 21 hrs, 7 wks. $42. Main Building.

THURSDAY
1/30 thru 3/12 6:30-9:30 p.m.

FRANCAIS? II

This is a continuation of the basic class and it is designed for those who have completed basic French or for those desiring a more advanced presentation of the language. Book required. 21 hrs, 7 wks. $42. Main Building.

THURSDAY
1/30 thru 3/12 6:30-9:30 p.m.

PARLIAMO ITALIANO?

You will have an opportunity to learn everyday practical vocabulary and to sharpen your conversational skills in Italian. Emphasis is placed on building your conversational ability to deal with real life situations while traveling in an Italian speaking country. Book required. 21 hrs, 7 wks. $42. Main Building.

WEDNESDAY
1/29 thru 3/11 6:30-9:30 p.m.

PARLIAMO ITALIANO? II

This class is for those who have completed basic Italian and wish to continue further study or for those who have a basic speaking and reading ability of the language. Book required. 18 hrs, 86 wks. $36. Main Building.

WEDNESDAY
3/25 thru 4/29 6:30-9:30 p.m.

SPRECHEN SIE DEUTSCH?

You will have the opportunity to learn and polish your German conversational skills. If you are planning a trip to a German speaking country such as Germany, Austria or Switzerland, this class will enhance your ability to speak and understand conversational German. Book required. 24 hrs, 8 wks. $48. Main Building.

THURSDAY
3/5 thru 4/30 6:30-9:30 p.m.

Start the year with class!

view for more advanced participants. Book required. 12 hrs, 6 wks. $25. Main Building.

MONDAY
2/3 thru 3/9 7:00-9:00 p.m.

SUCCESSFUL MONEY MANAGEMENT

In three exciting and interesting sessions you will learn the key concepts and practices of intelligent money management. You will gain knowledge in personal and family financial planning which can benefit you for a lifetime. 9 hrs, 3 wks. $32 per person including a workbook or $42 for 2 students sharing one workbook. Main Building.

TUESDAY
1/28, 2/4 & 2/11 6:30-9:30 p.m.
THURSDAY
2/13, 2/20 & 2/27 6:30-9:30 p.m.

such as municipal bonds, money market funds, tax deferred annuities, long term health care, social security, and medicare. NOTE: Tuition includes a detailed seminar workbook of over 150 pages. 10 hrs, 4 wks. $38 each or $48 for 2 students sharing a book. Main Building.

TUESDAY (3) & THURSDAY (1)
2/18 thru 3/12 7:00-9:30 p.m.
*class does not meet on 3/10

THURSDAY
4/9 thru 4/30 7:00-9:30 p.m.

CAREER COUNSELING
IS NOW AVAILABLE FOR ADULTS INTERESTED IN SHORT-TERM EVENING PROGRAMS

*Jobs in this country last an average of 5.2 years. In actual fact, a particular job that you have may last longer than 5.2 years—especially as you grow older. So, surveys reveal the number of times you will have to go job-hunting in your lifetime will likely be eight times.

When it is time for you to go job-hunting, there are many roads you can take. If you are interested in changing or beginning a new career path, or are considering seeking additional training and would like to explore opportunities in the world of work, please contact **Becky Davis**, Career Counselor for Evening Programs, at 722-7799, ext. 235. Please call for an appointment.

*Statistics quoted from the 1991 What Color is Your Parachute by Richard Nelson Bolles.

OFFICE USE ONLY
Telephone_____ Walk In_____ Signed_____

REQUEST FOR SERVICES

Please Print

Date_____

Student's Name _____
(last) (first) (maiden)

Social Security Number_____-_____-_____

Address_____
(street or box) (city) (zip)

Day Phone_____ Evening Phone_____

Sex: F_____ M_____ Date of Birth_____

Employed: Yes_____ No_____ Company Name_____

Current Position_____

Primary reason for contacting CAST Career Counseling Services.

_____to learn completely new or different occupational skills

_____to upgrade or improve existing occupational skills

_____other reason; explain_____

Comments:_____

_____

_____

_____

_____

This information is gathered as statistical data for evalution of the CAST Counseling Program.

FOLLOW UP DATA SHEET

Date:_____

Name:_____
(last) (first) (maiden)

Social Security Number:_____--_____--_____

Progress update:

_____ has enrolled in classes at Francis Tuttle Vo-Tech

_____ has enrolled in classes at another institution

_____ has not enrolled in a training program

_____ plans to enroll at Francis Tuttle or another institution

_____ has changed careers since last contact with CAST counselor

_____ has been promoted or changed positions since last contact with CAST counselor

CAST Counseling Program:

_____ found CAST services helpful in making enrollment or career decisions

_____ was not pleased with services received from CAST

Suggestions for more complete or better services:

_____

_____

_____

CAREER CHOICES

In the space below please indicate the career choices you would like to explore.

1. _____

2. _____

3. _____

4. _____

5. _____

Now on the space provided please indicated where you can go to find out more information about each one of you career choices.

1. _____

2. _____

3. _____

4. _____

5. _____

SKILLS ASSESSMENT

Skills acquired from current or previous occupations.

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

Skills which are transferable to the occupation your want to explore.

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

hancing your Spanish speaking and understanding ability for your immediate community activities, you will also become better prepared for a trip to a Spanish speaking country. Book required. 21 hrs, 7 wks. $42. Main Building.

MONDAY
6/1 thru 7/13 6:30-9:30 p.m.
WEDNESDAY
6/3 thru 7/15 6:30-9:30 p.m.
THURSDAY
6/4 thru 7/16 6:30-9:30 p.m.

SPANISH – ADVANCED
This class is for students who have completed basic Spanish and wish to continue further study or for those who have an elementary speaking and reading ability of this language. Book required. 18 hrs, 6 wks. $36. Main Building.

WEDNESDAY
6/10 thru 7/15 6:30-9:30 p.m.

wks. $42. Main Building

MONDAY
6/1 thru 7/13 6:30-9:30 p.m.

GERMAN – BASIC
You will have the opportunity to learn and polish your German conversational skills. If you are planning a trip to a German speaking country such as Germany, Austria or Switzerland, this class will enhance your ability to speak and understand conversational German. Book required. 21 hrs, 7 wks. $42. Main Building.

THURSDAY
6/4 thru 7/16 6:30-9:30 p.m.

TO ENROLL CALL 720-3732

FIGURE DRAWING I
Convinced you can't draw the human body? Discover the basics of figure drawing and surprise yourself. The class is designed to teach various drawing techniques in order to achieve success. After completion of this class the student will be able to explore the basics of facial dimensions, help to train the eye to see the figure in relation to the position of its parts, seek technical solutions to perspective problems, experiment with different types of grounds and drawing tools, and prepare finished drawings of face and figure. 18 hrs, 3 wks. $43. Main Building.

TUESDAY/THURSDAY
6/2 thru 6/18 6:00-9:00 p.m.

Appendix I

ike
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vill

teach you the basics of the fastest-growing field in the art world today. Students will learn to see and render commercial layouts and advertising designs. Book optional. 12 hrs, 6 wks. $27. Main Building.

MONDAY
6/1 thru 7/6 7:00-9:00 p.m.

CREATIVE WRITING BASIC
Imagination is of more value than knowledge! Learn how to get in touch with your imagination and propel it into your written work. Discipline yourself to write through participation in class writing exercises and home assignments. You will see positive results by the end of the course. Writers of all levels are welcome. Methods to market your writing are also included. 21 hrs, 7 wks. $45. Main Building.

WEDNESDAY
6/3 thru 7/15 6:30-9:30 p.m.

CAREER COUNSELING
IS NOW AVAILABLE FOR ADULTS INTERESTED IN SHORT-TERM EVENING PROGRAMS

Jobs in this country last an average of 5.2 years. In actual fact, a particular job that you have may last longer than 5.2 years—especially as you grow older. So, surveys reveal the number of times you will have to go job-hunting in your lifetime will likely be eight times.*

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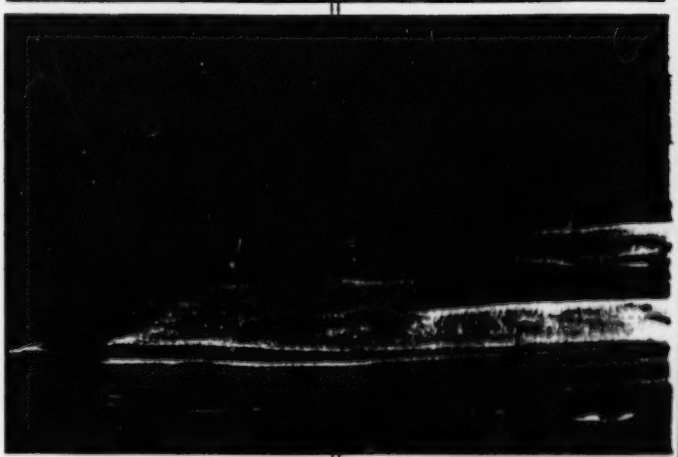
*Statistics quoted from the 1991 What Color is Your Parachute by Richard Nelson Bolles.

Fax Enrollment
See Page 15



BEST COPY AVAILABLE

MATERIALS /PRODUCTS DEVELOPED TO DATE

Materials established for CAST services include:

- referral (intake) and follow-up forms for CAST services Appendices E & F
- interest inventories (COPS)
- career choice assessment Appendix G
- skills assessment Appendix H
- career exploration and labor market information

  books/publications:

"Career Exploration & Decision" by Jack Rettig, "Careers for Women Without College Degrees" by Beatryce Nivens, What Color Is Your Parachute, 1991" Richard Nelson Bolles, "Finding The Right Career" by Sharon Rout, "Dictionary of Occupational Titles" Department of Labor, Government Document, "WorkForce Oklahoma" by SOICC "Licensed Occupations of Oklahoma" by SOICC, "Resume Kit" by Beatty, "Oklahoma Career Search" abstracts and software package by State Department of Vo-Tech, "Personnel Consultants/Specialization" by National Association of Personnel Consultant, "Peterson's Business and Management Jobs" by Peterson's Guides, "Oklahoma Career Choice" by SOICC, "Job Market" by American Vocational Association, "Career Guide" Government Document, "New Emerging Careers" by Feingold & Atwood, "National Employment Listing Service Criminal Justice" "Improved Career Decision-Making Through the Use of Labor

Market Information" by SOICC, Journal of Counseling and Development" by American Association for Counseling and Development, "Vocational Education" American Vocational Association, "Wider Opportunities for Women, Inc" materials and worksheets, "Journal of Employment Counseling" by National Employment Counselor Association, American Association for Counseling & Development "Guidepost" publication, listing of federal job openings 1991-1992, and "Career Book" by Kennedy & Lanamore

- publicity documents (documents described earlier in project Outcomes, documents enclosed as Appendices A,B,C, D, E, F,G, & H